

REQUEST FOR APPLICATIONS (RFA): #0729-02

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Research and Analysis

**District of Columbia
Department of Housing and Community Development
Division of Residential and Community Services**

**Neighborhood Development Assistance Program/Community-Based
Services Program (Community Development Block Grant)**



**Invites the Submission of Applications for Funding under the U.S. Department of
Housing and Urban Development (HUD)**

Announcement Date: July 19, 2002

RFA Release Date: July 29, 2002

Application Submission Deadline: August 23, 2002, 5:00 pm

Late Applications Will Not Be Forwarded To The Review Panel

N O T I C E
PRE-APPLICATION CONFERENCE



**Neighborhood Development Assistance Program/Community-Based
Services Program (Community Development Block Grant)**

Attendance Recommended

WHEN: *August 7, 2002*

WHERE: *Department of Housing and Community
Development
801 N. Capitol St., NE
9th Floor Conference Room
Washington, DC 20002*

TIME: *10:00 am – 12:00 pm*

CONTACT PERSON: *Glenda Bennett
Office of Research and Analysis
441 4th Street, NW, Washington, DC 20001
(202) 727-7775*



Checklist for Applications

Neighborhood Development Assistance Program/Community-Based Services Program

Verify that the application format conforms to the “Application Format” listed in Section VI of the RFA. **ORA will not forward applications to the review panel that do not conform to the format.**

- ☐ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
 - ☐ The application is unbound.
 - ☐ The Organizational Information Narrative is within the required 10-page limit.
 - ☐ Each Activity Narrative is within the 10-page limit.
 - ☐ The following information and forms are provided for each activity:
 - ✓ Activity Work Plan (Schedule B-2A)
 - ✓ Activity Budget (Forms A-1 & A-2)
 - ✓ Activity Narrative
 - ☐ There are eight (8) copies of the application, plus the original.
 - ☐ The application includes only the requested attachments (listed below).
 - IRS Tax-exemption letter (501(c)(3) status
 - Certificate of Good Standing from DCRA
 - Board of Directors list (names, business and residence addresses)
 - The Certifications and Assurances (Attachments B and C).
 - The Applicant Profile (Attachment A)
 - Two original Receipts (Attachment D) attached to the outside of the envelopes or packages for ORAs approval upon receipt.
 - Staff resumes are optional.
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TABLE OF CONTENTS

		Page
SECTION I	GENERAL INFORMATION	1
	Introduction	1
	Purpose of Request for Application	
	Award Period	2
	Grant Awards and Amounts	2
	Eligibility Requirements	
	CDBG Eligibility	2
	CDBG Eligible Census Tracts	2
	Income Guidelines	2
	Eligible Organizations/Entities	3
SECTION II	PROGRAM PRIORITIES	4
	Target Areas	4
	Priority Activities	5
	Program Area 1	
	Program Area 2	
	Priorities by Target Area	10
	Performance Measures	11
	Monitoring	11
SECTION III	REVIEW AND SCORING OF APPLICATIONS	17
	Review Panel	17
	Scoring Criteria	17
SECTION IV	APPLICATION INFORMATION	11
	Pre-Application Conference	11
	Explanations to Prospective Applicants	
	Resources	11
	General Provisions	
	Multiple Submissions	12
	Internet	12



SECTION V SUBMISSION OF APPLICATIONS

Application Identification	12
Application Submission Date and Time	12
Mail/Courier/Messenger Delivery	13
Contact Person	13

SECTION VI APPLICATION FORMAT 13

Format	13
Description of Application Sections	14
Required Attachments	16

SECTION VII ATTACHMENTS 20

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Budget
Attachment F	Schedule B-2A
Attachment G	Sample Double-spacing
Attachment H	24 CFR 570: Community Development Block Grants Regulations (Separate Document)
Attachment I	Housing Counseling Service Areas
MAPS	
	Map of CDBG-Eligible Census Tracts
	Map of Housing Counseling Areas
	Map of Target Areas
	Map of Expiring Section 8 Contracts



**District of Columbia
Department of Housing and Community Development
Division of Residential and Community Services**

Request for Applications (RFA): #0729-02

**Neighborhood Development Assistance Program/ Community-Based Services Program
(Community Development Block Grant)**

SECTION I GENERAL INFORMATION

Introduction

The District of Columbia Department of Housing and Community Development (DHCD) receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) each year to develop programs, projects, and activities that provide affordable housing and promote neighborhood revitalization for the benefit of low- and moderate-income households.

As part of this effort, DHCD works in partnership with non-profit organizations to revitalize the neighborhoods that they serve. The primary vehicles to assist non-profit organizations are the Neighborhood Development Assistance Program (NDAP) and the Community Based Services Program (CBSP), which provide project and program delivery support. NDAP targets intensive revitalization efforts in major neighborhood commercial areas that have experienced economic decline and physical decay. CBSP offers comprehensive housing counseling services throughout the District. Through its non-profit partners, DHCD seeks to promote economic and commercial development, provide neighborhood support services, and increase homeownership.

Purpose of Request for Application (RFA)

The purpose of this Request for Applications (RFA) is to solicit applications for two separate programs, NDAP and CBSP. Qualified non-profit organizations may apply to one or both of these programs. DHCD seeks to identify non-profit organizations that demonstrate organizational competence, performance capacity, and responsiveness to local needs and market demand. Applicants shall demonstrate on-going capacity for leadership in the community to carry out a wide-range of activities that directly support the priority issues in CDBG-eligible areas.

NDAP-funded activities include, but are not limited to: commercial district and small business technical assistance; commercial façade improvements; single-family residential rehabilitation demonstration projects; job training and employment services; and youth initiatives. CBSP-funded activities include comprehensive tenant/housing counseling services.



Award Period

NDAP and CBSP funded activities should be ready to start October 1, 2002, and be completed by September 30, 2003. Activity work plans and budgets will only be approved for one fiscal year. Activities requiring more than one year should be divided into distinct phases that can be completed and achieve measurable results within one-year increments.

Grant Awards and Amounts

DHCD will make available approximately \$5.5 million to fund the following (two) 2 program areas:

- Neighborhood Development Assistance Program \$4.1 Million
- Community-Based Services Program \$1.4 Million

Eligibility Requirements

CDBG Eligibility

Federal regulations have established national objectives that all CDBG-funded activities must meet. NDAP and CBSP projects and activities must benefit low- and moderate-income persons or households, either directly or through an activity of area-wide benefit (i.e., 51% or more of the residents of the service area of the activity must be low- and moderate-income).

CDBG-Eligible Census Tracts

A map illustrating District of Columbia census tracts with 51% or more low- to moderate-income residents can be found in the attachment section of this RFA.

Income Guidelines

CDBG may benefit households with income up to 80% of the area median as defined by HUD. The table below shows current income limits based on household size.

Household size	Maximum Income
1	\$38,100
2	\$43,500
3	\$48,950
4	\$54,400
5	\$58,750
6	\$63,100
7	\$67,450
8	\$71,800



Eligible Organizations/Entities

Applications are requested from non-profit organizations that serve the residents of the District of Columbia. DHCD encourages responses from applicants that reflect the concerns of the diverse populations and cultures found throughout the District of Columbia's CDBG-eligible communities.

To qualify for participation, an applicant must meet the following general eligibility requirements:

- The applicant must be a 501(c) tax-exempt corporation designated by the Internal Revenue Service.
- The applicant must be certified as a non-profit organization by the DC Department of Consumer and Regulatory Affairs (DCRA).
- The applicant must be in good standing in the District of Columbia and must be current on all obligations to the District and Federal governments. (i.e., D.C. Federal and local taxes, and outstanding loans).
- The applicant should have the capacity to leverage NDAP and /or CSBP funds with funds from financial, and other private and public institutions.
- The applicant must demonstrate capacity to be an effective change agent in the target neighborhoods for which it is proposing activities and the target area must be within the applicant's identified geographical area of operation, as stated in the organization's charter or by-laws.
- The applicant must comply with D.C. Law 3-76, regarding accessibility for disabled persons (i.e., building accessibility, TDD equipment, etc.) or have a plan to be in compliance within ninety (90) days after execution of the grant.
- The applicant must be eligible to receive Federal funding pursuant to CFR 570.204(c).
- The applicant must have a governing body that is broadly representative of the neighborhood being served and possesses neighborhood revitalization, legal, business administration and management skills and/or experience. The majority of its membership (at least 51%) must be low- and moderate-income residents of its geographic area of operation; owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.
- The applicant must have written conflict of interest policies governing employees and board members in regard to the award and administration of contracts and other financial interests and benefits.



SECTION II PROGRAM PRIORITIES

A. Target Areas *

Each year, DHCD submits an Action Plan to HUD to continue to be eligible to receive the HUD entitlement grant funds. The Action Plan also is a statement of the strategic activities DHCD, as the District's designated program administrator, intends to undertake during the fiscal year that the Plan covers. In FY2003, DHCD will target its funding to align with the Mayor's City-Wide Strategic Plan and designated target areas. All responsive applications should demonstrate capacity to serve or complete approved activities in one or more of these target areas (see map located in the attachment section of this RFA):

LeDroit/Howard University

V St., NW to 2nd St., NW to Florida Ave., NW to New York Ave., NW to M St., NW to 10th St., NW to U St., NW to Florida Ave., NW to Bohrer St., NW to U St., NW to 5th St., NW to V St., NW.

Columbia Heights

14th St., NW (from Spring Rd., NW to Park Rd.) to Park Rd., NW to 11th St., NW to Euclid St., NW to 16th St., NW to Park Rd., NW.

Ivy City/Trinidad

New York Ave., NE to West Virginia Ave., NE to Mount Olivet Rd., NE to Fairview Ave., to New York Ave., NE and Mount Olivet Rd., NE to Bladensburg Rd., NE to Benning Rd., NE to Florida Ave., NE to West Virginia Ave., NE to Mount Olivet Rd., NE.

H Street, NE

3rd St., NE to Florida Ave., NE to 15th St., NE to G St., NE to 3rd St., NE.

Congress Heights

Alabama Ave., SE to 15th St., SE to Oxon Run to Xenia St., SE to 2nd St., SE to Savannah St., SE to 45^h St., SE to Alabama Ave., SE.

Pennsylvania Avenue/Fairlawn

Fairlawn Ave., SE to N St., SE to Minnesota Ave., SE to 28th St., SE to Fort Circle Park (northern edge) to 24th PL., SE to S St., SE to 18th St., SE to Fairlawn Ave., SE.



Near Southeast/Navy Yard

SE/SW Freeway to South Capitol St., to the Anacostia River exclusive of the Navy Yard.

Bellevue

Martin Luther King Jr. SE to South Capitol St. to Atlantic Ave. SW to 1st St., SE to Galveston St., SW to Martin Luther King Jr. SE.

Anacostia Main Streets (Good Hope Road & Martin Luther King, Jr. Avenue, S.E)

Good Hope Road, SE to 19th Pl., SE to Fort Stanton Park (eastern edge) to Hunter Pl., SE to Morris Rd., SE to Hunter Pl., SE to Howard Rd., SE to Bowen Rd., SE to Howard Rd., SE to Martin Luther King Jr. Ave., SE to Good Hope Road, SE.

Minnesota Avenue/Benning Road

Minnesota Avenue Metro Station to Minnesota Ave., NE to Benning Rd., NE to 41st St., NE to East Capitol St. to Interstate 295 to Minnesota Avenue Metro Station.

Shaw

12th to Rhode Island to New Jersey to New York to Mass Ave. to 12th.

Georgia Avenue

Georgia Avenue, NW, from Eastern Avenue to Florida Avenue.

- * The Takoma DC neighborhood has been designated as a Mayoral target area. However, it is not CDBG eligible. Therefore, the area has been excluded from this application process.



B. Program Area 1: Neighborhood Development Assistance Program

1. Commercial District & Small Business Technical Assistance

NDAP-funded Commercial District & Small Business Technical Assistance activities should focus on business retention and new business attraction in target neighborhood business districts.

Small Business Technical Assistance may focus on any of a wide range of small business support services suited to the specific needs of individual businesses in its area. Technical assistance services that may be offered to businesses include, but are not limited to:

- Financial planning.
- Cash management.
- Computer/technology training.
- Business plan preparation.
- Loan referrals and application assistance.
- Inventory control.
- Accounting.
- Advertising/marketing.
- Record-keeping.
- Security.

Commercial District Technical Assistance activities strengthen and preserve neighborhood business districts. Activities should address specific neighborhood issues and lead to tangible results. Planning activities are regarded as low-priority for NDAP; however, some may be approved if the applicant can provide evidence that the activity is needed in a target area.

Activities may include, but are not limited to:

- Outreach to and organization of the business community.
- Coordinated marketing, promotion, and merchandising strategies.
- Market analysis.
- Mixed-use development strategies.
- Transit-oriented development strategies.
- “Clean and Safe” campaigns.
- Establishing Business Improvement Districts.
- Event development.
- Parking/traffic studies.
- Strategic Planning.



2. Commercial Façade Improvements

Commercial façade improvements enhance the image and overall economic viability of neighborhood business districts by improving the function and appearance of individual storefronts. Through NDAP, non-profit organizations can offer commercial facade improvement grants to small business or property owners for the enhancement of retail and commercial building facades. Priority will be given to applicants who propose to coordinate Commercial District & Small Business Technical Assistance activities with Commercial Façade Improvements.

NDAP will provide a grant of 80% of construction costs for façade improvements (up to \$12,000 for a typical storefront) and the owner contributes the remaining 20% (a minimum of \$3,000). The 80/20 split will be applied proportionately to any improvement where the total estimated cost is less than \$15,000.

An additional \$2,400 per facade is provided to the non-profit partner to cover project management and required professional architectural services.

Commercial Façade Improvement projects require an intensive effort involving multiple skills and areas of expertise. There are four general phases to a Commercial Façade Improvement project: business/property owner recruitment; design development; pre-construction; and construction. It is recommended that the services of an experienced construction project manager be retained.

Generally, project size ranges between 15 and 35 building facades. In order to create the greatest impact for the public and private investment, improvements must be targeted to blocks with a majority of business/property owners expressing a willingness to participate. Proposed target areas should have no more facades than twice the number of those eligible (ineligible facades include those of residential buildings [other than those in designated mixed-use zones], churches or church-owned property; government-owned property; national or regional chain stores; seriously dilapidated or abandoned buildings).

Commercial façade improvements can be made to any visible part of a retail or commercial façade, and can include repairs, restorations, lighting, painting, replacement of doors, windows, storefront systems, removal of solid security gates, and signs.

Commercial façade improvements must conform to DC Storefront Improvement Guidelines (draft guidelines available upon request).

3. Single-Family Residential Rehabilitation Demonstration

A Single-Family Residential Rehabilitation Demonstration project is an intensive effort to make code improvements and other upgrades to a concentration of owner-occupied houses located in a target area.



A Single-Family Residential Rehabilitation Demonstration project requires an intensive effort involving multiple skills and areas of expertise. There are four general phases: homeowner recruitment, loan packaging, pre-development, and construction. One organization can carry out all the major tasks or the effort can be coordinated with the activities of a Community-Based Organization providing single-family loan/grant services in the same area.

The successful applicant will function as the District's agent in completing single-family residential rehabilitation projects. The applicant shall demonstrate the capacity to implement projects consistent with the operating policies and procedures of DHCD's Single-Family Residential Rehabilitation Program and be experienced with application procedures, the identification and selection of contractors, lead-based paint abatement, and the development of closing documents.

Successful applicants will have the capacity to train and empower individual homeowners in the contractor identification and selection process.

During FY 2003, the Department is especially interested in supporting the completion of a Single Family Demonstration Project in the Bellevue target area.

4. Job Training, Placement, & Employment Support Services

The aim of Job Training, Placement, & Employment Support Services is to help unemployed or underemployed adults to access real opportunities by learning new skills, re-training or updating current skills; gaining valuable work experience; and increasing employability through advice, support and high quality training.

Activities may include, but are not limited to:

- Job-readiness training.
- Trade/specialized occupation training that responds to current market trends.
- Computer/technology training.
- Pursuing government contracts.
- Job placement.
- Employment fairs/events.



5. Youth Initiatives

NDAP-funded youth initiatives promote responsible citizenship and encourage emerging community leaders. Activities may include, but are not limited to:

- Leadership training.
- Mentoring.
- Homework clubs.
- Life skills.
- Computer/technology training.
- College planning.
- Skills training/career development.
- Neighborhood revitalization projects.
- Internships/Job Shadowing.
- Social Skills Training.
- Cultural Development.
- Safe/Clean Street Campaign.
- Health Awareness.
- HIV Training/Testing.



C. Program Area 2: Community-Based Service Program

Tenant/ Housing Counseling Services

DHCD intends to provide comprehensive housing counseling services in all CDBG-eligible areas of the District, with an emphasis on the target areas. Applicants must seek funding in one or more designated service area (see the service area map located in the attachment section of this RFA) and place emphasis on target areas that are located within the services areas. DHCD is prepared to fund more than one applicant in a particular service area if it is in the best interest of the District, and is justified by the responsiveness of the application.

Comprehensive housing counseling services will include:

1. Providing individual counseling to District residents for a range of housing issues and concerns;
2. Program intake responsibility for selected DHCD programs; and
3. Outreach and education for affordable housing, including homeownership for low and moderate-income persons in designated service areas.

Individual counseling services may include, but not be limited to:

- Money and home management.
- Relocation/eviction counseling.
- Renter counseling.
- Home buyer's counseling.
- Mortgage default/foreclosure counseling.
- Homeownership counseling.
- Homebuyer's Club.

Program intake is provided primarily to support DHCDs Home Purchase Assistance Program (HPAP) and Single Family Residential Rehabilitation Program, but support may be provided for other programs designated by DHCD.

Individual counseling and program intake may include, but is not limited to:

- Program applicant screening.
- Program application assistance.
- Program referrals.
- Counseling plan development.
- Program participant follow-up.

During Fiscal Year 2003, priority will be given to organizations that can provide positive intervention in project-based Section 8 communities with expiring (or recently expired) contracts (further information is available upon request; a map identifying the location of expiring



contracts can be found in the attachment section of this RFA). DHCD is interested in supporting organizations providing counseling for Section 8 voucher holders approved by the DC Housing Authority for home purchase assistance. In addition, DHCD is interested in supporting organizations that can provide tenants' rights education, and tenant advocacy either directly or through partnerships with other organizations.

Tenant/housing counseling service providers are expected to provide outreach and education regarding housing issues and concerns in its designated service area (including information about non-governmental housing programs). As a part of this effort, service providers shall maintain ongoing working relationships with service area Advisory Neighborhood Commissioners, residents, businesses, and other neighborhood organizations pursuant to public hearings involving DHCDs annual planning and budget process. In addition, tenant/housing counseling service providers shall develop and conduct a Housing Survey for its service area in order to provide information to DHCD concerning specific housing needs.



D. Priorities by Target Area

Preference will be given to proposed activities that are consistent with the priorities of the target areas. Program priorities (illustrated in the table below) were determined from analysis of current activities in designated target areas, the Strategic Neighborhood Action Plans, and general information about current and future needs of each neighborhood.

Mayor's Target Areas	Commercial District & Small	Commercial Façade	Single-Family Rehab	Tenant/Housing Counseling	Job Training/Employ	Youth Initiatives
LeDroit/Howard University	X	X		X	X	
Columbia Heights	X		X	X	X	
Ivy City/Trinidad	X		X	X	X	X
Near NE/H Street. NE	X	X		X		
Congress Heights	X		X	X	X	X
Pennsylvania Avenue/Fairlawn	X	X		X		
Near Southeast/Navy Yard	X	X		X	X	X
Bellevue			X	X	X	X
Anacostia Main Streets	X	X		X	X	
Minnesota Avenue/Benning Road	X	X		X	X	
Georgia Avenue	X	X				
Shaw	X	X		X	X	X



E. Performance Measures

Activities should result in measurable outcomes for the persons or neighborhoods served. Targeted performance measures and/or outcomes for each activity (or sub-activity) provide a means of determining success.

Examples of performance measures/outcomes:

- Number of person provided with housing counseling;
- Number of persons receiving job training--indicate how many of the total served are low- and moderate-income persons (must be at least 51% of total);
- Number of job-training participants who gain employment;
- Number of businesses receiving a specific type of technical assistance (e.g., business plans; small business loan referrals; loan packages approved); and
- Number of commercial facades improved.

An organization's failure to achieve minimum outcomes according to the terms of its grant agreement will impact continued funding.

F. Monitoring

In accordance with Federal and District requirements, DHCD will conduct evaluations of its grantee's use of the CDBG funds. The review objectives will include financial management and accountability, internal control structure, regulatory compliance, and program performance. The reviews may also include scheduled or unscheduled site visits. Accordingly, a grantee will be required to make available to DHCD all information and records necessary for the completion of its evaluation.



SECTION III REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique experiences in the community and in public service. The review panel will review and score each application, and when the review panel has completed its review, the panel will make recommendations for awards based on the scoring process. The process of evaluating applications may require applicants to make an oral presentation before the panel and/or require the panel to conduct a site visit of the applicant's facility. DHCD will make the final funding determinations.

SCORING CRITERIA

Applicants' submissions will be objectively reviewed against the following specific scoring criteria.

Criteria 1 Overall Quality and Responsiveness to the RFA (Total 15 Points)

The objectives of the proposed project are clearly defined, measurable and time-specific. This involves the overall clarity and presentation of the application. It will include quality of written documentation, formatting, level of detail, and responsiveness to all specific instructions.

Criteria 2 Extent and quality of applicant's community relationship, the community's representation on the Board of Directors, and the Board's technical capacity (Total 5 Points)

It is essential that all NDAP and CBSP participants be perceived within their respective neighborhoods/service areas as important vehicles of neighborhood revitalization. As such, their personnel, projects, and activities should be recognized and endorsed throughout the community. This involves demonstrated participation in community activity by the applicant, support from community groups, and demonstrated responsiveness to community needs regarding neighborhood revitalization.

Demonstration of relationships may include, but is not limited to the support of community groups, ANCs, District Council members, Merchants Associations, etc. In addition, the applicant's Board of Directors will be closely examined to determine the extent to which the Board is representative of the community. The Board will be expected to contain economic development, housing and commercial development, legal, and financial management experience as well as familiarity with CDBG fund administration and HUD's National Objectives.



Criteria 3 Extent and quality of the applicant's relationship with financial and professional DC-based businesses and other public and private institutions that result in capacity building and leveraging of funds (Total 15 Points)

All NDAP and CBSP participants must have the ability to access and effectively utilize important resources both internal and external to the community for neighborhood revitalization. Therefore, demonstrated working relationships with resources such as banks and other lenders, law firms, accounting firms, technical assistance providers, Federal government agencies, foundations, other non-profits, etc. are an essential quality for an effective NDAP or CBSP participant. The applicant's ability to secure alternative sources of funds both for administrative costs and for projects and activities will be closely examined.

Criteria 4 Appropriateness of the cost proposal (Total 15 Points)

This will involve demonstrated efficiencies as per the proposed budget. NDAP and CBSP participants must be able to provide high quality services through projects and activities at the lowest possible cost to the District.

Criteria 5 Organizational capacity (i.e., staff and board member qualifications, financial management, staff qualifications, administrative, etc.) (Total 20 Points)

The applicant's overall administrative capacity as it relates to all requirements of this grant will be closely examined. Applicants will be evaluated for these criteria on the basis of financial management capability, staff qualifications, administrative capability, credit-worthiness, and demonstrated understanding of all issues involved in performing all activities required under this grant.

Criterion 6 Capacity to conduct and appropriateness of Neighborhood Revitalization Activities as proposed in activity work plan and narrative. (Total 30 Points)

The applicant's technical capacity as it relates to all elements of the proposed activities will be closely examined. Applicants will be evaluated on the basis of previous accomplishments, general eligibility, current legal status, and demonstrated understanding of all the issues involved in performing the tasks identified in the activity work plan. In addition, the extent to which proposed activities support the priorities of the District will be considered, including whether or not activities are proposed for the identified target areas.

Decision on Awards

The recommendations of the review panels are advisory only and are not binding on the Department of Housing and Community Development. The final decision on awards vests solely with the District of Columbia DHCD. After reviewing the recommendations of the review panels and any other information considered relevant, the Agency Director will decide which applicants to award funds and the amounts to be funded. Disbursements of awards are contingent on receipt of federal award.



SECTION IV APPLICATION INFORMATION

Pre-Application Conference

The Pre-Application Conference will be held August 7, 2002, from 10:00 am to 12:00 pm, at The Department of Housing and Community Development, 801 N. Capitol Street, NE, 9th Floor Conference Room, Washington, DC, 20002.

Explanations to Prospective Applicants

Applicants are encouraged to call, mail or fax their questions to the contact person listed above on or before August 16, 2002. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Resources

For more information about the Department of Housing and Community Development, please visit: <http://www.dhcd.dcgov.org/main.shtm>

Information regarding federal regulations that apply to Community Development Block Grants can be found on the US Department of Housing and Urban Development website: <http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>; and <http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement/entitlementcommunitiesqfacts.cfm>

Circulars A-110 and A-122 detailing federal spending requirements are available from the US Office of Management and Budget: <http://www.whitehouse.gov/omb/circulars/a110/a110.html>; <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

Information about federal labor standards, including Davis-Bacon wage requirements, is available from the US Department of Housing and Urban Development: <http://www.hud.gov/offices/olr/standards.cfm>

A wide range of information regarding community development issues and funding opportunities can be found at: <http://www.knowledgeplex.org>

General Provisions

Applicants whose projects are approved for funding will be required to enter into a grant agreement with DHCD for implementation of the funded activity. This agreement will include provisions that will ensure compliance with federal and District laws and regulations.

Prior to execution of the grant agreement, successful applicants will meet with DHCD staff to reach consensus on final work plan and budget details. The applicant will be required to submit other documents and information including, but not limited to: personnel policies; conflict of interest policies and statements from staff and board members; organization articles of incorporation and by-laws; A-133 audit; cost allocation plan; proof of insurance, and tax certifications.



Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving Community Development Block Grant funds.

Multiple Submissions

Applicants proposing activities through both NDAP and CBSP must submit two separate complete application packages. Each application must be self-contained and include all of the required information (**including separate budgets**) as outlined in the submission of applications on 19 page of the RFA.

Applicants proposing to provide programs and services under more than one activity area through NDAP (Commercial District and Small Business TA; Commercial Façade Improvements; Single-Family Rehab Demonstration; Job Training/Employment; and Youth Initiatives) **may submit one application package that contains separate activity narratives, work plans, and budgets for each activity.**

Internet

Applicants who obtained this RFA through the Internet are asked to provide the Office of Research and Analysis (ORA) with the following:

- Name of organization;
- Key contact;
- Mailing address; and
- Telephone and fax numbers.

This information is requested so that the applicant can receive updates and/or addenda to the Neighborhood Development Assistance Program/ community-Based Services Program (Community Development Block Grant).

Contact Person

For further information, please contact:

Glenda Bennett
Office of Research and Analysis
441 4th Street, NW, Room 400 South
Washington, DC 20001
Phone (202) 727-7775
Fax (202) 727-9019
Website: www.cfo.dc.gov



SECTION V SUBMISSION OF APPLICATIONS

Application Identification

A total of nine (9) applications are to be submitted in an envelope or package. Attachment D should be affixed to the outside of the envelope or package. **Of the nine (9) applications, one (1) application must be an original. ORA will not forward the application to the review panel if the applicant fails to submit the required eight (8) copies, plus one (1) original.** Telephonic, telegraphic and facsimile submissions **will not be accepted**.

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on August 23, 2002. All applications will be recorded upon receipt. Applications **submitted at or after 5:01 p.m.**, August 23, 2002 will not be forwarded to the review panel. Any additions or deletions to an application will not be accepted after the deadline.

The eight (8) applications, plus the original, **must be** delivered to the following location:

Office of Research and Analysis
441 4th Street, NW, 400 South
Washington, DC 20001
Attention: Ms. Glenda Bennett

Mail/Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the deadline at the above location. Messenger/Courier services delivering applications at or after the post dated time **will not be accepted**.

***** Late Applications Will Not Be Forwarded To The Review Panel*****

As a result of the tragedy on September 11, 2001, building management has implemented New Security Procedures for the delivery of applications to our office. Please follow the procedures below to ensure that your applications are delivered to ORA efficiently and on time. Applicants should allow at least one-hour **before the 5:00pm deadline to clear the security checkpoints. ORA will not be held responsible for applications that are not received as a result of noncompliance to these new security delivery procedures.**

1. Enter through the rear of the building at the loading dock.
2. Mailroom Security will screen application packages.
3. The applicant will be escorted to Suite 400 South.
4. ORA Staff will accept and sign for application packages.

NOTE: ORA is located in a secure building. ORA will not accept responsibility for delays in the delivery of the applications to Suite 400 South.



SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended. However, the maximum number of pages for the Organizational Narrative is 10 double-spaced pages and the maximum number of pages for each Activity Narrative is 10 double-spaced pages on **one side, on 8½ by 11-inch paper.**

Margins must be no less than one inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages **MUST** be numbered. **The review panel shall not review applications that do not conform to these requirements.**

- ☐ Stapled or clipped
- ☐ No binders or covers
- ☐ No graphics
- ☐ No attachments other than those requested (with the exception of staff resumes, which are optional)

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

1. Applicant Profile (**Attachment A**)

Each application must include an Applicant Profile, which identifies the applicant, service area, signature of CEO, and the amount of grant funds requested.

2. Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

3. Organizational Information Narrative (**Not to exceed 10 pages**): Provide a narrative that includes the following information:

- Date organization established;
- Mission Statement;



-
- Summary of Recent Key Accomplishments (emphasize those most directly related to proposed activities);
 - Names, titles, and qualifications of activity-related full- and part-time staff (***Resumes may be included but are not required and do not contribute to the ten-page limit***);
 - Description of the Board of Directors' role in carrying out the proposed activities;
 - Organizational structure (including subsidiaries, joint ventures, etc.);
 - Proposed Consultants/Partners/Sub-Grantees (if known);
 - Current Annual Operating Budget;
 - Current Major Sources of Funding (include source and amount); and
 - Other approved or pending DHCD or DC Agency Funding (include source, amount, and contact person).
4. Work plan (**Attachment F Schedule B-2A**): Complete one copy of this form *for each activity or activity category* (e.g., Commercial District & Small Business Technical Assistance).
5. Budget (**Attachment E Forms A(1) & A(2)**): Complete one copy of each form *for each activity or activity category* (e.g., Tenant/Housing Counseling Services).

The budget for this application must contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative should include a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Personnel

Salaries and wages for full and part-time project staff should be calculated in the budget section of the grant proposal. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind.

Non-personnel

Applicants may include expenditures for space, rented or donated, the cost of utilities and telephone services, and other costs directly related to grant activities.

All transportation-related expenditures should be included, estimates on staff travel, pre-approved per diem rates, ground transportation, consultant travel costs, employee reimbursement and so forth.



Indirect Costs

Indirect costs are cost that are not readily identifiable with a particular project or activity but are required for operating the organization and conducting the grant-related activities it performs. Indirect costs encompass expenditures for operation and maintenance of building and equipment, depreciation, administrative salaries, general telephone services and general travel and supplies.

6. Activity Narrative: Provide a narrative (**Not to exceed 10 double-spaced pages**) for each activity or activity category (e.g., Commercial District & Small Business Technical Assistance). The narrative should address the following:
 - *What is being proposed?* Describe the proposed activity in detail. Identify major tasks and deliverables.
 - *Whom will the activity serve?* State the intended client base for the activity (e.g., youths ages 9-12; small business owners; etc.). Indicate demand by the target client base for the activity.
 - *Where will the activity be located?* State the target area(s) or service area(s) in which the proposed activity will be implemented. For commercial façade and single-family rehabilitation projects, state the specific targeted blocks.
 - *Why is the activity needed?* Describe the need the proposed activity will address. Relate the activities to District priorities.
 - *When will the activity occur?* State the start and end dates of the proposed activity. Be sure to describe how the applicant will ensure that the activity will be completed within the project year.
 - *How will the applicant develop or use existing relationships with financial and professional DC-based businesses and other public and private institutions to increase its capacity and/or leverage funds?* Describe how the applicant will work with its community partners to carry out the proposed activity.
 - *What is the applicant's history in providing this specific activity and whom can we contact for comments on the applicant's previous success in providing this type of activity?* Give examples of similar projects the applicant has successfully implemented and provide references.
 - *What will be the outcome of this activity?* What impact does the applicant expect to make on the community with the proposed activity.



Required Attachments

- IRS 501(c)(3) tax-exemption letter
- Certificate of Good Standing from DCRA – applicants may obtain the certificate at DCRA’s One-Stop Business Center located in Room 1100 at 941 North Capitol Street, NE; the certificate may be requested by mail to Ms. Regina Dobbins, DCRA-Corporations Division, 941 North Capitol Street, NE, Washington, DC 20002. There is a \$20 fee for the certificate. For additional information, call the Corporations Division at (202) 442-4432.
- Board of Directors List—include names and business and home addresses.
- Certifications and Assurances (Attachments B & C) and internal client grievance procedures
- Two original receipts (Attachment D)

SECTION VII ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Budget (Forms A(1) and A(2))
Attachment F	Schedule B-2A
Attachment G	Sample Double-Spacing
Attachment H	24 CFR 570: Community Development Block Grants Regulations (Separate Document)
Attachment I	Housing Counseling Service Areas

MAPS

Map of CDBG-Eligible Census Tracts
 Map of Housing Counseling Areas
 Map of Target Areas
 Map of Expiring Section 8 Contracts



Applicant Profile

**Department of Housing and Community Development
Division of Residential and Community Services**

**Neighborhood Development Assistance Program/Community-Based Services Program
(Community Development Block Grant)**

RFA #0729-02

APPLICANT:

CONTACT PERSON:

OFFICE ADDRESS:

PHONE:

FAX:

ORGANIZATIONAL SERVICE AREA:

TOTAL FUNDS REQUESTED:

SIGNATURE OF CEO:

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer



Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**1. Drug-Free Workplace (Grantees Other Than Individuals)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;



- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Department of Housing and Community Development, 801 N. Capitol St., NE, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e), and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)



Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

Department of Housing and Community Development, 801 N. Capitol St., NE, Washington, DC 20002.

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.



9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



Office of Research and Analysis
Competitive Services Division
441 4th Street, NW, Room 400 South
Washington, DC 20001

District of Columbia
Department of Housing and Community Development
Division of Residential and Community Services

Neighborhood Development Assistance Program/Community-Based Services Program
(Community Development Block Grant)
RFA #0729-02

RECEIPT OF

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone & Fax Number)

Please check area for funding:

- ☐ NDAP
- ☐ CBSP

Office of Research and Analysis USE ONLY:

ORIGINAL and _____ COPIES.

RECEIVED ON THIS DATE ✕ 2002

Received by: _____

Neighborhood Development Assistance Program/Community-Based Services Program



Budget (Form A(1))

Activity Information

Organization

--

Target or Service Area

Ward

--

Time of
Performance

Type of Activity

Commercial District & Small Business Technical Assistance

Coordinated Façade & Infrastructure Improvements

Single-Family Residential Rehabilitation Demonstration

Tenant-Housing Counseling Services

Job Training & Employment

Youth Initiatives

[illegible]

Total Direct Costs

Total Indirect Costs

Basis: 20% of Direct Costs

Total Costs

Budget Narrative (100 word limit)

--	--

Neighborhood Development Assistance Program/Community-Based Services Program



	<i>Commercial District & Small Business Technical Assistance</i>
	<i>Coordinated Façade & Infrastructure Improvements</i>
	<i>Single-Family Residential Rehabilitation Demonstration</i>
	<i>Tenant/Housing Counseling Services</i>
	<i>Job Training & Employment</i>
	<i>Youth Initiatives</i>

[illegible]

Total NDAP/CBSP Personnel Costs

Budget Narrative (100 word limit)

ATTACHMENT F

Neighborhood Development Assistance Program/Community-Based Services Program

Schedule B-2A

Organization:				Activity:			
Activity Location(s) (target area, service area, ward, and/or street address):							
Type of Activity	<input type="checkbox"/>	<i>Commercial District & Small Business Technical Assistance</i>					
	<input type="checkbox"/>	<i>Coordinated Façade & Infrastructure Improvements</i>					
	<input type="checkbox"/>	<i>Single-Family Residential Rehabilitation Demonstration</i>					
	<input type="checkbox"/>	<i>Tenant/Housing Counseling Services</i>					
	<input type="checkbox"/>	<i>Job Training & Employment</i>					
	<input type="checkbox"/>	<i>Youth Initiatives</i>					
Performance Measure(s)/Outcome(s)							
Major Tasks	Deliverables	Start	Complete	Staff	Hours	Consultants	Fees

Neighborhood Development Assistance Program/Community-Based Services Program

[illegible]

ATTACHMENT I

Department of Housing and Community Development



Housing Counseling Service Area Descriptions

Far Southeast

From the southern tip of the District of Columbia/Virginia line along the Potomac River and Anacostia River to Stanton Parkway. Stanton Parkway to the District/Maryland border and back down to the Southern tip of the District.

Near Southeast

From Stanton Parkway and the Anacostia River along Stanton Parkway to the District /Maryland border; north along Southern Avenue to Massachusetts Avenue, S.E.; Along Massachusetts Avenue, S.E. to the Anacostia River; and South along the Anacostia River to Stanton Parkway.

Far Northeast

Massachusetts, S.E. Avenue and the Anacostia River along Massachusetts Avenue, S.E. to the District/ Maryland border; north along the Maryland border to the Anacostia River; south along the Anacostia River to Massachusetts Avenue, S.E.

Near Northeast/Southeast

From the Anacostia River and the eastern border of the District south along the Anacostia River to the Potomac River north to 14th Street to Independence Avenue going to Canal Street following the west border of census tract number 65.1, 66,82, 83.1 into North Capitol Street to New York Avenue continuing north following the B & Railroad and west on Eastern Avenue then south to the Anacostia River.

Central City

From Piney Branch parkway heading northwest to 16th Street north to Military Road and north on 14th Street continuing east on Aspen and north on Alaska heading northwest on Fern Avenue to Eastern Avenue and south to Piney Branch to Van Buren Street and South on 5th Street; southwest on Park Place to Michigan Avenue northbound continuing to Otis Street then West on 18th Street; south on New York Avenue to North Capitol into Louisiana east on Constitution Avenue and east on Pennsylvania to Connecticut Avenue going north to New Hampshire to 18th Street north east to Harvard Street into Adams Mills.

Latino Community-City-Wide

The area to be served is citywide, with a focus on providing services to Hispanic/Latino residents throughout the City.